

## **A Miami Beach Guide for Your Business**

The City of Miami Beach has undergone an incredible transformation in the last few years. Investors and entrepreneurs from around the world are enthusiastically seeking to capitalize on this success. A major reason for the City's success has been the high standards that the City has maintained throughout the years to protect and enhance its beauty. We invite you to join the exciting and diverse business community growing within our City.

The Miami Beach Business Information Guide is a reference tool designed to assist businesses within the City in following local codes and regulations. The guide highlights the required processes of opening a new business and also provides general guidelines to properly maintain a business in the City.

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## **City of Miami Beach Economic Development Division**

The Economic Development Division's primary responsibilities are:

- Small Business Assistance
- Private Capital Investment
- Market Research
- Entertainment Industry Services and Corporate Relocations
- Legislative Affairs

Economic Development Division  
Miami Beach City Hall, 3<sup>rd</sup> Floor  
Miami Beach, FL 33139  
305-673-7193  
305-673-7772 fax

## **Before Entering Into a Commercial Lease and/or Contract to Purchase**

### **Zoning Compliance**

Make sure that the type of business you propose is permissible in the location you have chosen. The Planning Department can provide you with information about which uses are permitted in the different zoning classifications throughout the City. For more information, call the Planning Department at 305-673-7550.

### **Concurrency Compliance**

Check to determine if your proposed project will increase the site demand on roads, water, drainage, sewer, parks and other City services and facilities. New development and redevelopment projects and changes of use may result in the assessment of a concurrency mitigation fee. For more information, call the Transportation and Concurrency Management Division at 305-673-7514.

## **Licenses and Registration**

### **Certificate of Use & Occupational Licensing**

All business owners are required to obtain both a City of Miami Beach Certificate of Use and an Occupational License to operate a business within the City. Operating a business without a license is prohibited. *A Miami-Dade County Occupational License (305-270-4949) must also be obtained.* For more information, call the Finance Department's Occupational Licensing Office at 305-673-7420 or 305-673-7590.

A Certificate of Use (C.U.) is a pre-requisite to the issuance of a City of Miami Beach Occupational License. The C.U. fee must be submitted at the time of application and each year thereafter by May 31. Inspections by the Building Department, Fire Department, Planning Department, and others, must occur following the submission of an application. Application must be made in person at City Hall, Licensing Office, 1700 Convention Center Drive, first floor.

Upon approval of your C.U., you will be eligible to obtain an Occupational License. Occupational License applicants may be required to submit certain documents, including, but not limited to:

- State License
- Articles of Incorporation
- Proof of Insurance
- Bonds
- Recorded Deeds
- Lease

The Occupational License year begins October 1 and expires September 30. Fee collections for new businesses are prorated as follows: October 1 to April 30, full-year fee; May 1 – June 30, half-year fee; and July 1 – September 30, quarter-year fee.

### **Sidewalk Cafes**

Restaurants must obtain a sidewalk café permit before providing sidewalk service to patrons. This permit, which is reviewed by various City departments to ensure safety and design appropriateness, must be obtained prior to the placement of any tables or chairs on public property. Fees apply. For more information, call the Finance Department's Occupational License Office at 305-673-7420.

### **Home-based Business Offices**

The City's Zoning Ordinance allows some home-based businesses to operate in accordance with certain prescribed restrictions. Businesses should basically be conducted by phone, computer or fax only. There is a license fee to operate a home-based business and an occupational license for the specific type of business conducted must be also obtained. For more information, call Occupational Licensing at 305-673-7420.

### **Nightlife Promoters**

Promoters utilizing bar and club venues must comply with the City's licensing and bond requirements. For more information, call Licensing at 305-673-7420.

### **Sale of Liquor and Tobacco**

For information regarding liquor licenses and permits to sell tobacco products, please contact the State of Florida Alcohol and Tobacco Division at 305-470-6783. Package sales of beer, wine and liquor are limited to the hours of 8:00 a.m. to 11:00 p.m.

## **Federal Requirements**

File form SS-4 from the Internal Revenue Service to receive a Federal Employer Identification number. (800) 829-3676 or [www.irs.ustreas.gov](http://www.irs.ustreas.gov)

## **State Requirements**

**Fictitious Name** - File a "Fictitious Name" registration with the Florida Department of State, Division of Corporations. ALL OWNERS CONDUCTING BUSINESS UNDER A NAME OTHER THAN THEIR OWN MUST FILE. (850) 488-9000 or [www.dos.state.fl.us/doc/index.html](http://www.dos.state.fl.us/doc/index.html)

**Regulation** - Apply for a state license or certificate of competency for occupations that require licensure or certification. Contact Florida Department of Business & Professional Regulation (850) 487-2253 or [www.state.fl.us/dbp](http://www.state.fl.us/dbp)

**Sales Tax** - Florida businesses must collect sales tax on many products and services. Check with the Florida Department of Revenue (DOR) to find out if your product or service is taxable. If so, you will need to request a sales tax certificate (\$5 ONE-TIME CHARGE) and monthly payment booklets from the DOR.

If DOR tells you your service isn't taxable, **GET IT IN WRITING**. Contact: Department of Revenue (850) 488-6800, (800) 352-3671 or [www.sun6.dms.state.fl.us/dor/](http://www.sun6.dms.state.fl.us/dor/)

Local number 305.470.5001

8175 N.W. 12th Street, Suite 119

Miami, FL 33126

**Employment** - File a "New Hire Reporting Form" for every new employee, full-time or part-time. Contact the Florida New Hire Reporting Office (888) 854-4791 or [www.fl-newhire.com](http://www.fl-newhire.com)

Businesses must also file quarterly reports and pay unemployment taxes. This step is required for most businesses with employees. Contact Florida Department of Labor Division of Unemployment, Compensation, Bureau of Tax, Employer Registration: (800) 482-8293 or [www.state.fl.us/dles](http://www.state.fl.us/dles)

State of Florida's website: [www.myflorida.com](http://www.myflorida.com)

State of Florida's Division of Corporation website: <http://www.dos.state.fl.us/>

## **Design**

### **Signs**

All signs must go through the City's design review process, obtainable through the Planning Department. For a sign application, contact the Planning Department at 305-673-7550.

Building permits are required for all exterior signs and permanent window signs. Signs are an important part of your business identity and the collective image of the City. For this reason, every effort is made to promote effective and harmonious signs. Signs must meet color, size and location requirements as outlined in the City's Zoning Ordinance.

Businesses are allowed the following: one primary sign, limited generally to 20 square feet; window signs in six-inch letter for the business name and address; hours of operation, and telephone number of the business in two-inch letters. Signs that require repair must also go through the design approval and permit process.

Banners, flags, sandwich boards, balloons, signs on parked vehicles, and other items designed to attract attention to a location are generally prohibited, except as provided for in the Zoning Ordinance.

Real estate signs, advertising the rent or sale of a property, must also meet color, size and location requirements. A permit must be obtained from the Finance Department's Occupational License Office located on the first floor in City Hall, or call 305-673-7420.

### **Paint**

A permit is required to paint the exterior of your business. Colors must be approved by the City. Copies of the color chart are available at the Planning Department, 305-673-7550.

### **Design Review Approval**

Most building permits require design review approval. Depending on the scope or complexity of the work proposed, your permit will be approved by either Planning Department staff or one of the City's Review Boards. If Board approval is required, projects that are located within one of the City's historic districts will be presented before the City's Historic Preservation Board. Projects not located in a historic district will be presented to the Design Review Board. For more information, call the Planning Department at 305-673-7550.



## **Permits**

### **Building Permits**

Building permits are required for new construction, additions, and alterations of commercial space, multi-family or single-family residence, or changes to an interior or exterior that will require construction, demolition, or rehabilitation of the space. This includes any electrical, plumbing, air-conditioning, heating, or other work. Obtaining permits assures that the work meets the South Florida Building Code and all applicable regulations. The permit process offers the opportunity to have the plans reviewed by professional zoning and design review staff, as well as code administrators, and includes inspections by certified experts who will make sure that the work is safely and professionally completed.

### **Hiring a Contractor**

The permit process requires that the contractor you select is certified, authorized, licensed and insured to perform the work and that the contractor has obtained all of the permits required prior to starting the work.

Examples of work requiring permits (not all-inclusive):

- Windows or doors installation
- Floors, carpet or tile installation
- Electrical work
- Plumbing work
- Air-conditioning or heating work
- Fences
- Signs (including window signs)
- Exterior or interior painting
- Sprinkler systems
- Pumps
- Pools/spas
- Roofing

To apply for a permit or obtain more information, contact the Building Department at 305-673-7610, or visit the office at City Hall, 1700 Convention Center Drive, second floor.

### **Safe Occupancy Levels**

Business owners are required to apply for an Occupancy Load Sign by submitting architectural plans to scale, in triplicate, to the Building Department. An occupant load sign will be issued after the Building and Fire Departments review the plans. Any alcohol beverage establishment with an occupant load of 300 or more persons requires Conditional Use approval by the City's Planning Board (contact the Planning Department for scheduling).

## **Operating**

### **Sanitation**

Every commercial business is required to contract with a private solid waste company to remove garbage and debris. The City is served by five solid waste franchisees. For more information, call the City of Miami Beach Sanitation Department at 305-673-7616.

### **Promoting Your Business**

The distribution of newsletters, flyers, posters, cards, stickers, etc... on vehicles, light poles, bus benches and public property are prohibited and carry expensive fines and penalties. For more information, call the Department of Code Compliance at 305-673-7555.

### **Street Vendors and Performers**

Vendors and Street Performers may submit an application on a quarterly basis to participate in a lottery for various locations in the City. For applications or further information, contact the Finance Department at 305-673-7466.

### **Film, Print and Special Event Permits**

The City of Miami Beach is a major venue for the film, fashion, print and music industries, as well as a host of many important special events. If planning to open an office in the City, all of the applicable procedures to opening a business must be followed. Film, print, and special event permits are issued for public property only. Activities taking place on private property do not require a permit as long as those activities (including vehicles) are completely self-contained on the property. Activities taking place on private property that request City services are required to obtain a permit. For more information, call the Office of Arts, Culture and Entertainment at 305-673-7070 or 305-673-7577 for permits and assistance.

### **Property Maintenance**

All owners and occupants are required to maintain their property, the areas adjacent to their properties and areas between their property and the street and alley (including sidewalk, swale, curb and gutter) in a clean and sanitary condition and free from any and all garbage, trash and other debris or discarded matter.

### **Commercial Vehicles**

Commercial vehicles are not permitted to be stored in residential zones.

### **Real Estate Signs**

All real estate signs require a permit and are prohibited from the swale area and on any public right-of-way, including utility poles. Contact Licensing at 305-673-7420 for a permit.

## **Small Business Resources**

City of Miami Beach Economic Development Division  
305-673-7193  
Kevin Crowder, Director  
Elyse Sitomer, Business Resource Coordinator  
Dennis Leyva, Entertainment Industry Liaison

Beacon Council  
305-579-1300

### **Business Development Financing and Technical Assistance**

Small Business Administration - Lynn Douthett, 305.536.5521 ext. 148  
Financing for new and existing businesses

FAU/Small Business Development Center SCORE Program –Nancy Young, 786.388.9040  
One-on-One free business assistance  
Workshops and seminars  
Management and technical assistance

North Beach Development Corporation – Neil Fritz, 305.865.4147  
Façade Grant Program

Miami Beach Community Development Corporation – Randall Robinson, 305.865.4147  
Façade Grant Program

Florida Business Development Corporation  
SBA-504 Loan Program – Eduardo Gesio, 305.554.0996

Miami Dade County Community/Economic Development Department  
305.579.2730

Metro-Miami Action Plan Trust – Joey Walker, 305.579.3618  
Credit Repair Workshops and business courses essential for success  
Partnership with SBA for small business assistance

South Florida Regional Planning Council – Cheryl Cook, 1.800.985.4416  
Revolving Loan Fund

### **Workforce Development and Unemployment**

UNIDAD  
Workforce Miami Beach One-Stop Career Center – 305.532.5350

United Way  
Miami Recovery Fund  
South Florida Workforce – 1.888.872.5627  
Switchboard Miami – 305.358.4357

## **Incentive Programs**

Confidentiality – According to Florida Statutes, upon written request from a business, the records of an Economic Development agency that are related to the intentions of a business to relocate to or expand in Florida are confidential and exempt from public records.

Business incentive programs, financial assistance, tax assistance and training programs have encouraged many domestic and international companies to relocate or expand their operations in Miami-Dade County – which also offers a favorable tax structure.

Assistance is available through the State of Florida , Miami-Dade County and the City of Miami Beach. Florida's status as a "right-to-work" state is an additional asset when recruiting or relocating employees to Miami-Dade County. The Beacon Council can customize incentive packages for relocating or expanding companies.

The City of Miami Beach is available to assist qualified businesses to apply for one or more of the business assistance programs listed below. The City of Miami Beach will prepare an incentive package proposal to offer eligible projects, based on the availability of City resources. A prospective company's adoption of the City of Miami Beach's living wage, domestic partnerships and human rights policies will be considered as additional criteria regarding demonstrated benefits for the relocation to Miami Beach.

### **Miami Beach Business Assistance Program**

This program takes effect on October 1, 2002, and participation in the Miami Beach Business Assistance Program is subject to the availability of funding in the City's current year budget.

The Miami Beach Business Assistance Program is available only to "new to market" businesses that create new jobs in Miami Beach. This program is not available for expansion and/or retention. The City of Miami Beach and the Beacon Council will work with expanding or retaining businesses through the established State of Florida programs.

Incentive amounts will be a maximum of \$3,000 per new job created, and will be paid out over a period of five (5) years. The maximum amount that will be paid out in any one-year period is \$2 per square foot of leased space. Any remaining amount above \$2 per square foot will be paid out during the years following the initial five-year payout period, subject to approval of the City of Miami Beach.

Businesses that participate in the Miami Beach Business Assistance Program will be required to document that they meet the above criteria and submit employment and payroll reports on an annual basis to the City for verification of the number of jobs that were created and retained during that period. Any reduction in jobs will result in a proportionate reduction in the incentive amount.

#### **Mandatory Qualification Requirements:**

- Be in a targeted industry;

- Commit to compliance with City of Miami Beach ordinances and State of Florida Building Codes;

- Demonstrate the ability of the project to enhance the local tax base;

- Enter into a "First Source Hiring Agreement" with the City;

- Have a minimum net worth of \$1 million and annual sales of at least \$2.5 million, or, have a minimum net worth of \$1 million and have been in business for a minimum of five (5) years;

- The business must not have executed a lease for space in Miami Beach.

**Targeted Industries:**

Corporate Headquarters  
Research and Development  
Printing and Publishing  
Business Services  
Security and Commodities  
Non-Depository Credit Institutions  
Music and Television  
Communications  
Architecture/Engineering  
Retail activities, utilities, banking, mining and other extraction or processing businesses, and activities regulated by the Division of Hotels and Restaurants are excluded from consideration.

**Scored Criteria:**

Create a minimum of 50 new jobs in Miami Beach (35 points);  
Lease a minimum of 7,500 square feet (35 points);  
Pay an average wage that is at least 115% (\$34,452) of the average wage of the Metropolitan Statistical Area (10 points);  
Show that the jobs make a significant economic contribution to the area economy (10 points);  
Demonstrate strong commitment with at least 10 years contractually committed to the lease (or ownership) (10 points);

**Incentive Amounts:**

Eligibility for incentives will be based on the scoring criteria listed after each item above. The final recommended incentive amount will be based on the final score.

90-100 points	\$3,000 per job
75-90 points	\$2,000 per job
60-75 points	\$1,000 per job
0-60 points	Does not qualify

**Historic Property Tax Abatement (County)**

This program allows for the 10-year abatement of the County's ad valorem taxes on the value of improvements made to historic properties.

**Historic Preservation Tax Credits**

This federal program provides Federal Tax Credits of 10% and 20% for the renovation of historic properties, provided that they meet certain preservation guidelines.

**WAGES Incentives and Benefits**

Work Opportunity Tax Credit  
Welfare-to-Work Tax Credit  
WAGES Business Bonus  
Jobs for WAGES Hiring Incentive Fund  
WAGES Business Registry Incentives  
Industries Eligible for Sales Tax Exemption for use of utility

## **Enterprise Zones**

### **The Objective of an Enterprise Zone:**

The objective of the Enterprise Zone program is to encourage business development and expansion which creates new employment within the designated Zone areas. Substantial incentives are available to businesses of all sizes. Some reductions are also provided to businesses already operating in the Zone.

The reduction in the cost of doing business can be substantial. An insert page illustrates how an actual business could reduce its overhead by nearly half a million dollars over a ten year period, by locating in an Enterprise Zone.

Certain areas of South Beach and North Beach are included in the Miami Beach Enterprise Zone.

The Enterprise Zone is a designated area within Miami-Dade County, offering financial incentives to businesses that locate or expand there. The Enterprise Zone was established in Miami-Dade County in 1986, when, in response to a ballot issue proposed by the Miami-Dade County Commission, local taxpayers ratified its creation.

Miami-Dade County's Enterprise Zone program combines state and local tax treatments, creating persuasive advantages to any business locating or expanding in the Zone.

Financial incentives to create jobs in the Enterprise Zone became available January 1, 1987 through Enterprise Zone tax credits and exemptions. Miami-Dade has three areas which comprise the Enterprise Zone for new business location or business expansion.

In July of 1995, the State of Florida officially designated a new Zone that included the three Zones previously in existence and added the recently designated Federal Enterprise Community within the boundary of the State Enterprise Zone.

Miami-Dade's Enterprise Zone is divided into three areas which are Miami Beach, Homestead/Florida City (including Perrine-Cutler Ridge) and an area in North-Central Miami-Dade that includes portions of the City of Hialeah, portions of the City of Miami (including Little Havana, Allapattah and portions of Liberty City). The combined population of residents living within Miami-Dade's Enterprise Zone is nearly 200,000.

### **Specific Incentives:**

Property Tax Abatement - Up to 100% of local property taxes can be abated by Miami-Dade County for a company moving into a Zone and creating 5 or more new jobs. The abatement can be granted for a period of up to 5 years.

Refund of Impact Fees - A refund of road, police, fire, emergency services and water and sewer impact fees (within a municipality, the city must also authorize the tax abatement).

Enterprise Zone Property Tax Credit - 96% credit against corporate income tax on any ad valorem property taxes not abated by local government, for a period of up to 5 years.

Qualified Target Industry - Doubles QTI Award.

Enterprise Zone Jobs Tax Credit - 15% credit against corporate income tax or sales and use tax on wages paid to each employee who is a resident of an enterprise zone.

Sales Tax Refund - 97% refund of sales tax in business property and on building materials purchased for use by the company.

Federal Job Training Tax Credits - Residents of Miami Dade's Enterprise Zone are also eligible under these federal programs. A substantial subsidy is paid for training and hiring new employees.

### **Qualified Target Industry Tax Refund**

Provides tax refunds per each new job created in targeted industries.

Wage Requirements is 115% of State Annual Wage or \$34,452 unless located in an Enterprise Zone.

Refunds provided on state taxes including corporate income, sales, ad valorem and insurance premium.

Awards were standardized in 1999 (SB1566)

- \$3,000 standard (\$6,000 in Enterprise Zone)

- \$1,000 additional if 150% of average wage (\$44,937)

- \$2,000 additional if 200% of average wage (\$59,916)

State provides 80% of the total and 20% is matched by Miami-Dade County.

Paid out over a minimum of four years.

Company must apply to Enterprise Florida prior to making their location decision. Any announcement prior to all approvals negates the process.

Business must be able to locate in other states.

### **Quick Response Training Grant**

Training grant program requires the creation of full time jobs at salary levels of \$34,453 (Enterprise Zone exception).

Grant monies are provided for up to 18 months and average \$500-\$600 per job.

Grant provided to a qualified local education entity chosen by the project.

Training can be conducted at company headquarters, or at education facility.

Instructors can be full or part-time educators of professional trainers chosen by the company.

Approval is 10 days after receipt of complete application by QRT Committee or the Jobs and Education Partnership.

- \$300,000 or more - QRT Committee

- \$1,000,000 or more - Jobs and Education Partnership

### **Economic Development Transportation Fund**

"Road Fund" was designed to alleviate transportation problem of locating or expanding businesses.

Up to \$2,000,000 may be provided to a local government

- 200 or more jobs: Over \$1,000,000 - \$2,000,000

- 100 - 199 jobs: \$200,000 - \$1,000,000

- 99 jobs or less: Up to \$199,000

No job requirements for request under \$200,000.

Local government entity must apply and receive approval of funds PRIOR to final location decision.

Grant is paid to local government entity as needed for construction.

Only businesses in target industries serving multi-state and/or international markets are eligible.  
Business must be able to locate in other states.



## **Public/Non-Profit Financing Sources**

The following organizations provide financial products for high-risk and newer businesses or businesses in designated areas.

### **BAC Funding Corp.**

The Business Assistance Center (BAC) provides fixed-asset and working capital financing to African American owned and operated businesses.

BAC Funding Corp., 6600 NW 27th Avenue, Miami, Florida 33147, Tel: 305-693-3550,  
Fax: 305-693-7450, Edwin L. Miller, President

### **Enterprise Community Center**

A one-stop resource of Miami-Dade County Government for businesses needing information regarding financing sources and programs.

Enterprise Community Center, 49 N.W. 5<sup>th</sup> Street, Miami, Florida 33128, Tel: 305-529-2730, Adriana Masvidal, Center Director

### **Enterprise Florida**

Enterprise Florida Capital Development develops equity and debt capital products to ensure that high-growth Florida business have access to appropriate capital to finance growth and create quality jobs. To eliminate gaps in Florida's financial marketplace, capital products are delivered via partnerships with Florida's existing economic development organizations. Debt capital programs include Enterprise Bonds, specialized loan programs and export finance assistance. Equity capital programs include early stage capital to fund business development, Cypress Equity Fund, a \$35.5 million venture capital fund and venture network development, which supports venture capital.

Enterprise Florida, 390 N. Orange Avenue, Suite 1300, Orlando, Florida 32801, Tel: 407-316-4646, Fax: 407-316-4680

David Franklin, President, Enterprise Capital

### **Florida Business Development Corp.**

The FBDC is the Certified Development Corporation (CDC) authorized by the SBA to provide 504 financing for real estate purposes. The FBDC provides fixed-asset financing (primarily for real estate acquisition) to qualified businesses in conjunction with participating banks.

Florida Business Development Corp., 6801 Lake Worth Road, Suite 209, Lake Worth, Florida 33467, Tel: 561-433-0233  
Jerome Abraham, President

### **Miami Capital Development, Inc.**

Miami Capital Development provides fixed asset and working capital financing in selected geographic areas for both new and existing businesses at below market rates. The minimum loan amount (for working capital) is \$15,000. The maximum combined loan (working capital and fixed asset) is \$300,000.

Miami Capital Development, Inc., 300 Biscayne Way, Suite 614,  
Miami, Florida 33131-2207, Tel: 305-358-1025, Fax: 305-530-3593, Juan Del-Cerro,  
Executive Director

### **Miami-Dade County Multi-Purpose Revolving Loan Fund**

The Miami-Dade County Multi-Purpose Revolving Loan Fund is managed by Newall Daughtery and Associates for businesses primarily in designated target areas and in other low-income

areas. Borrowers must create/retain one job for every \$35,000 loaned to qualify. Loans range from \$10,000 to a maximum of \$100,000. Interest rate is at or below prime. Favorable terms are available; the maximum term is 7 years.

Miami-Dade County Multi-Purpose Revolving Loan Fund  
5400 NW 22nd Avenue, Suite 706, Miami, Florida 33143,  
Tel: 305-636-2345, Fax: 305-633-0646, Paulette Barlett, President

### **Miami-Dade Small Business Development Center, Energy Program**

The FIU SBDC Energy Office provides loans to encourage business owners to undertake projects that will reduce energy consumption and expense. Loans are made from a federal overcharge money fund from the Department of Energy given to the Florida Energy Office. Loans are from \$1,500 to \$75,000.

Florida International University, EAS 52620, Miami, Florida 33199, Tel: 305-348-3630,  
Fax: 305-348-2965, Kevin Alonso, Director

### **Tools for Change Black Economic Development Coalition, Inc.**

The Tools for Change program is a strategic plan to stimulate black economic development. Services include loan packaging and financing for real estate projects for black businesses or companies locating in Enterprise Zone areas, loan packaging and technical assistance for start-up and expanding black-owned businesses or companies locating in Enterprise Zone areas. Provides legal assistance to Black-owned businesses in both start-up and expansion phases.

Tools for Change Black Economic Development Coalition, Inc.  
6015 NW 7th Avenue, Miami, Florida 33127, Tel: 305-751-8934  
Fax: 305-751-1619, Elaine Black, Executive Director

### **U.S. Small Business Administration**

The U.S. SBA guarantees bank loans for qualified small businesses. A full range of products is available, including loan guarantees for loans under \$50,000 and revolving line of credit guarantees for exporters.

U.S. Small Business Administration, 100 South Biscayne Blvd., 7th Floor, Miami, Florida 33131, Tel: 305-536-5521  
Fax: 305-536-5058, Gary Cook, District Director

## **Public/Non-Profit Financial Assistance**

### **Department of Business Development Miami-Dade County**

The Department of Business Development is the Miami-Dade County agency responsible for coordinating and implementing minority business programs. In order to provide Miami-Dade County's certified firms with professional assistance in developing a sound and feasible financial statement or tax return, and/or a business plan, the county has established the Accounting Services Program and the Business Plan Reimbursement Program.

Department of Business Development Miami-Dade County  
175 NW 1st Avenue, 28th Floor, Miami, Florida 33128, Tel: 305-349-5960, Fax: 305-349-5915, Marsha E. Jackman, Director

### **Florida Venture Forum**

The Florida Venture Forum at FIU is an entrepreneurial networking group patterned after the MIT Enterprise Forum and sponsored by several leading financial institutions, legal and accounting firms, and emerging private business organizations. The Forum showcases an entrepreneurial company which presents its business plan to a panel of experts for evaluation and comment followed by questions from the audience and provides educational seminars. Every January, the Forum presents the annual Venture Capital Conference for Florida emerging companies seeking venture capital.

Florida Venture Forum, c/o Florida International University,  
2701 Ponce de Leon Blvd., Suite 350, Coral Gables, Florida 33134, Tel: 305-446-5060,  
Fax: 305-443-4607  
Jeanne Becker, Executive Director

### **Miami/Ft. Lauderdale Minority Business Development Center**

Federally funded, the Minority Business Development Center packages loans for existing and new minority entrepreneurs.

Miami/Ft. Lauderdale Minority Business Development Center  
1200 NW 78th Avenue, Suite 301, Miami, Florida 33126, Tel: 305-591-7355, Fax: 305-477-7241, Ricardo Martinez, Executive Director

### **Tools for Change Black Economic Development Coalition, Inc.**

Services include loan packaging and technical assistance for start-up and expanding black-owned businesses or companies locating in Enterprise Zone areas.

Tools for Change Black Economic Development Coalition, Inc.  
6015 NW 7th Avenue, Miami, Florida 33127, Tel: 305-751-8934  
Fax: 305-751-1619, Elaine Black, Executive Director

### **International Trade & Business Development Unit**

2801 Ponce de Leon Blvd., Suite 700, Coral Gables, Florida 33134, Phone: 305-569-2650, Fax: 305-569-2686, [www.eFlorida.com](http://www.eFlorida.com)

### **International Trade Loans and Grants**

Florida Export Finance Corporation

Provides financing assistance to small and medium sized businesses operating in Florida. Information, technical and consulting assistances is also provided. Visit [their website](#) or phone 305-870-5027

The Export-Import Bank of the United States

An independent U.S. Government agency that helps finance the overseas sales of U.S. goods and services. EX-IM Bank's mission is to create jobs through exports. Visit their website or phone 305-526-7436

### **Florida Foreign Trade Association**

2305 N.W. 107<sup>th</sup> Avenue, Suite CU-10, Box 11, Miami, Florida 33172, Phone: 305-471-0737, Fax: 305-417-7636, [www.ffa.com](http://www.ffa.com)

They can help you establish your import/export business and help answer general questions about importing and exporting to and from Florida.

### **U.S. Customs**

6601 N.W. 25<sup>th</sup> Street, Room 202, Miami, Florida 33152, Phone: 305-869-2804, Fax: 305-869-2699, [www.customs.gov](http://www.customs.gov)

They can help you with the specific requirements for importing and exporting to and from Florida.

### **World Trade Center Miami**

777 N.W. 72 Avenue, Suite 3BB65, Miami, Florida 33126, Phone: 305-871-7910, Fax: 305-871-7904, [www.worldtrade.org](http://www.worldtrade.org)

### **Small & Minority-Owned Business Programs**

Minority Business Development Agency, [www.mbda.gov](http://www.mbda.gov) Established in 1969 by Executive Order, and expanded in 1971, the Minority Business Development Agency (MBDA) of the U.S. Department of Commerce is the only Federal agency specifically created to encourage the creation, growth and expansion of minority-owned businesses in the United States. MBDA provides business development services to minority entrepreneurs through a number of programs

Minority Business Development Centers  
Miami-Ft. Lauderdale MBDC, 305.591.7355  
Miami Business Resource Center, 305.374.1899  
Ft. Lauderdale Satellite Office, 954.485.5333

MBDA centers are operated by private firms, state and local government agencies, Native American tribes, and education institutions. The centers provide minority entrepreneurs with assistance in writing business plans, marketing, management and technical assistance, and financial planning.

## **Private Financing Sources**

### **Debt Financing**

Miami-Dade County's commercial banks, thrift institutions, state licensed foreign bank agencies, and Edge Act banks provide a complete menu of loan products to meet the needs of most growing companies. In addition, Miami-Dade County offers a wide array of bank alternatives, such as factors, commercial finance, leasing, second mortgage companies and public-private programs that may finance newer or higher-risk businesses.

### **Equity Financing**

Miami-Dade County offers several options for companies seeking equity financing. Venture capital funds finance companies with innovative products or services and high growth potential. Investments usually start at \$500,000. Venture capitalists expect to earn 40 to 60 percent annualized returns and to sell out in three to five years. Small Business Investment Companies, or SBICs, provide equity financing to emerging firms and have more flexible criteria than venture capitalists. Other equity options include initial public offerings, limited public offerings, and private placements. Investment bankers and stock brokerage firms usually underwrite these deals; legal or accounting firms serve as intermediaries.

### **Enterprise Development Corporation**

Enterprise Development Corporation provides quality business services to technology-related projects with strong commercial interest and high growth potential, as well as technology transfer, access to capital, and entrepreneurial support services.

Enterprise Development Corporation, 3950 RCA Blvd., Suite 5003, Palm Beach Gardens, Florida 33410, Tel: 561-627-2555  
Fax: 561-624-4117, Dr. Jeannie McGuire, President

### **South Atlantic Venture Fund**

The South Atlantic Venture Fund provides equity capital to privately owned, rapidly growing businesses in the Southeastern United States. Generally the capital ranges from \$1 million to \$4 million for expansion, acquisition and buyouts.

South Atlantic Venture Fund, 2601 South Bayshore Drive, Suite 1147, Miami, Florida 33133, Tel: 305-250-4681, Fax: 305-250-4682, Jim Davidson, Director

### **Miami Ventures Management Company, Inc.**

Miami Ventures is a venture capital fund designed to provide direct and indirect, financial and other support for the expansion of majority-controlled black-owned businesses based in Miami-Dade County. Qualified companies may be eligible for up to \$200,000 in venture capital financing.

Miami Ventures Management Company, Inc., 17623 Homestead Avenue, West Perrine, Florida 33157, Tel: 305-969-0068  
Fax: 305-969-0687, John A. Hall, President

## **International Financing Programs**

### **Export-Import Bank**

The Export-Import Bank of the United States (Ex-IM Bank) is an independent U.S. government agency that helps finance the overseas sale of U.S. goods and services. It provides working capital loan guarantees and credit insurance to qualified exporters.

U.S. Export Assistance Center, 5600 NW 36th Street, Suite 617,  
Miami, Florida 33122, P.O. Box 590570, Miami, Florida 33159-0570, Tel: 305-526-7425,  
Fax: 305-526-7435

### **Partners for Self-Employment/Working Capital**

9200 S. Dadeland Blvd., Suite 103, Miami, FL 33156, Tel: 305-670-7411, Fax: 305-670-7419,  
Betty Meyer, Executive Director